



Personnel

1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

CONTRACTS ADMINISTRATOR

- DATE:** February 4, 2004 (amended October 5, 2004)
- SALARY:** \$45,101 - \$62,172
- NATURE OF WORK:** This is highly responsible professional and technical work providing contract administration support for a centralized purchasing division.
- WORKSITE LOCATION:** Purchasing Department
4747 Nob Hill Road, Suite 6, Sunrise
- EDUCATION:** Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business or Public Administration, or a related field.
- EXPERIENCE:**
- Five (5) years progressively responsible experience in government contract administration, commercial contract administration or contract negotiations.
 - Professional certification CPCM, CPM, or CPPO is preferred.
 - Demonstrated knowledge of State of Florida and local laws, as well as city ordinances pertaining to governmental organizations.
- CLOSING DATE:** Open until filled.
- HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application (or two copies of resume) with proof of education to the Personnel Department.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V